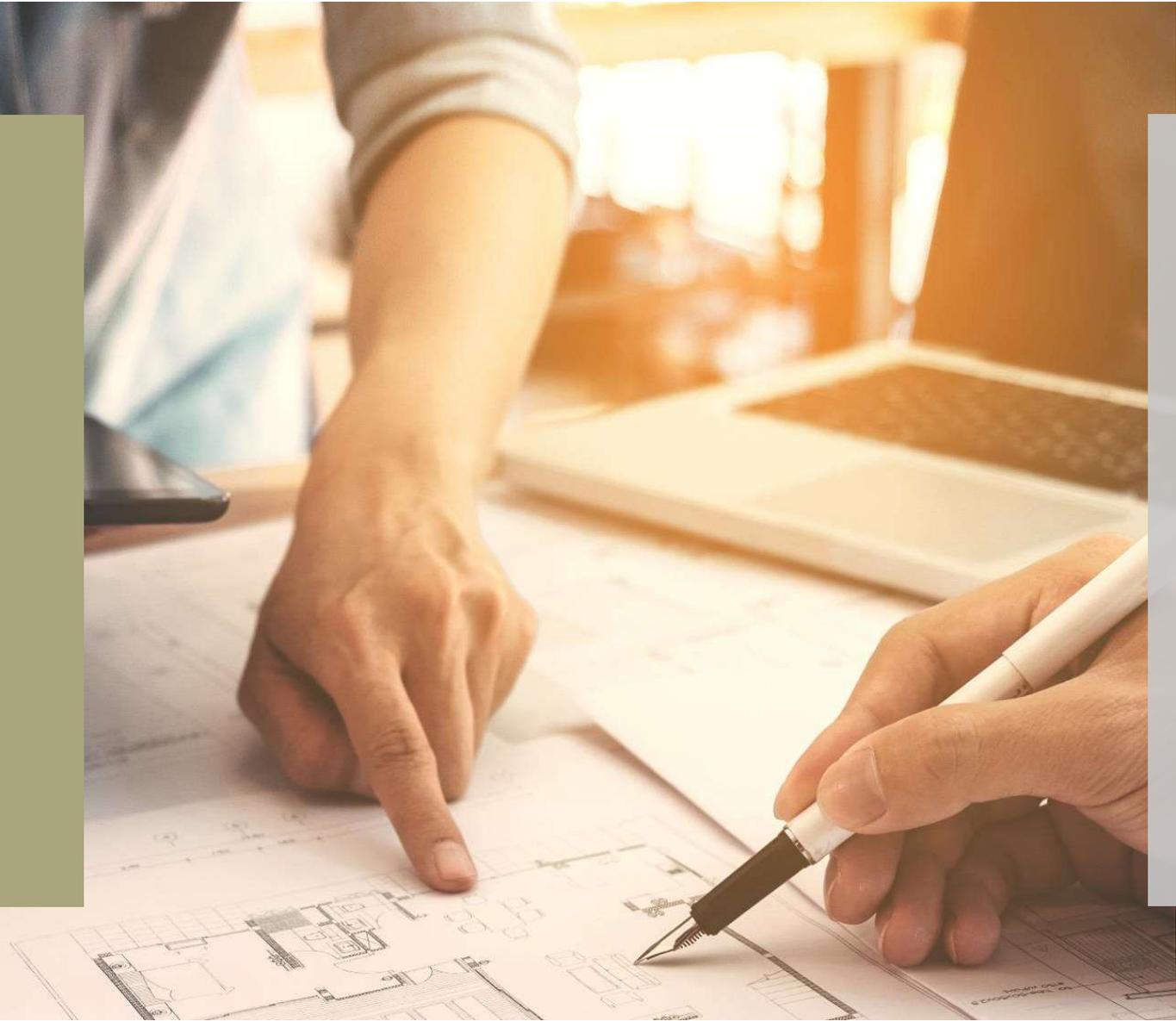


Permitting Process Improvements

Department of Planning & Permitting
Presentation to the Executive Matters and
Legal Affairs Committee

November 15, 2022



Overview

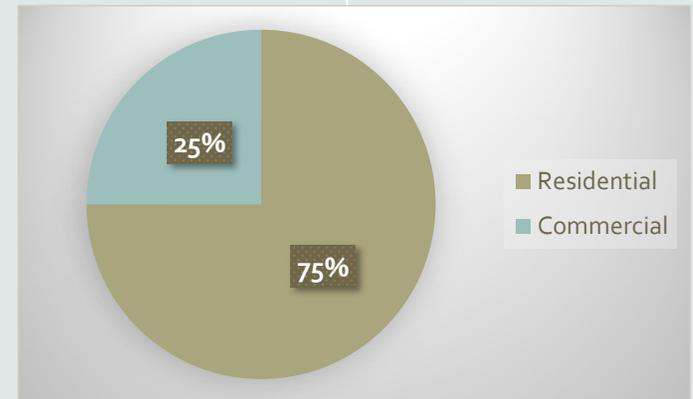
- Background
- Permit Types
- The Backlog
- The Permitting Process
- Improvements
 - ❖ Automation
 - ❖ Staffing & Workflow
 - ❖ Additional
- Rollout

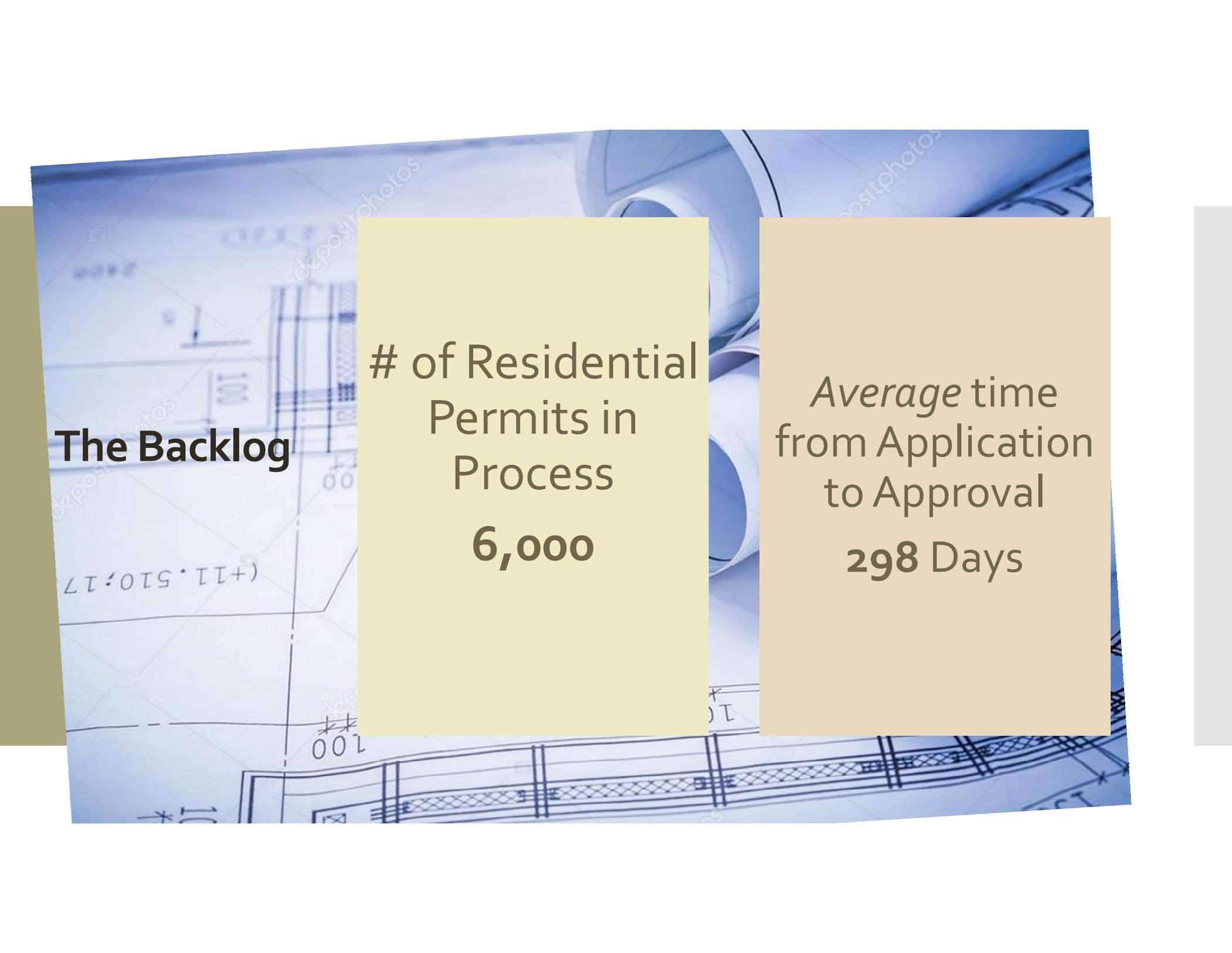
Background

- DPP Red Flags
- Understanding the Problem
- Near / Mid / Long Term Goals

Permit Types

NO Permit Needed	Automatic Permits	Residential	Commercial
<ul style="list-style-type: none"> • Curbs, planter boxes, retaining walls, fences 30". • Painting, cabinet work, floor covering. • Tool and storage sheds not exceeding 120 sq. ft. • Repairs of not more than \$5,000 in valuation, with no effect to electrical or plumbing. • Individual television or radio antennas. • SFD residential reroof. • Minor repairs to sidewalks, curbs, or driveway. 	<ul style="list-style-type: none"> • Commercial Reroof • Plumbing: <ul style="list-style-type: none"> ❖ Solar Water Heating ❖ Replaced Fixtures ❖ Replaced Piping • Electrical: <ul style="list-style-type: none"> ❖ Meter replacement or upgrade ❖ Rewire of entire structure ❖ PV with or w/o battery ❖ Battery storage for existing PV ❖ EV charging station • Building: <ul style="list-style-type: none"> ❖ Split system AC ❖ New fence or fence/wall 	Single Family or Two family Detached Dwelling	Multi-Family (Townhome/ Apartment), Commercial Tenant Space/Building
	Online or Over-the-Counter	ePlans Only	ePlans or Paper Plans





The Backlog

of Residential
Permits in
Process

6,000

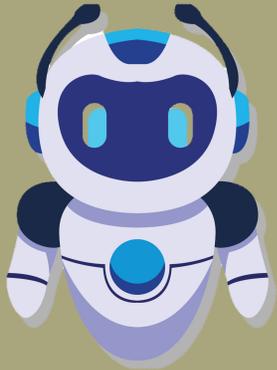
Average time
from Application
to Approval

298 Days

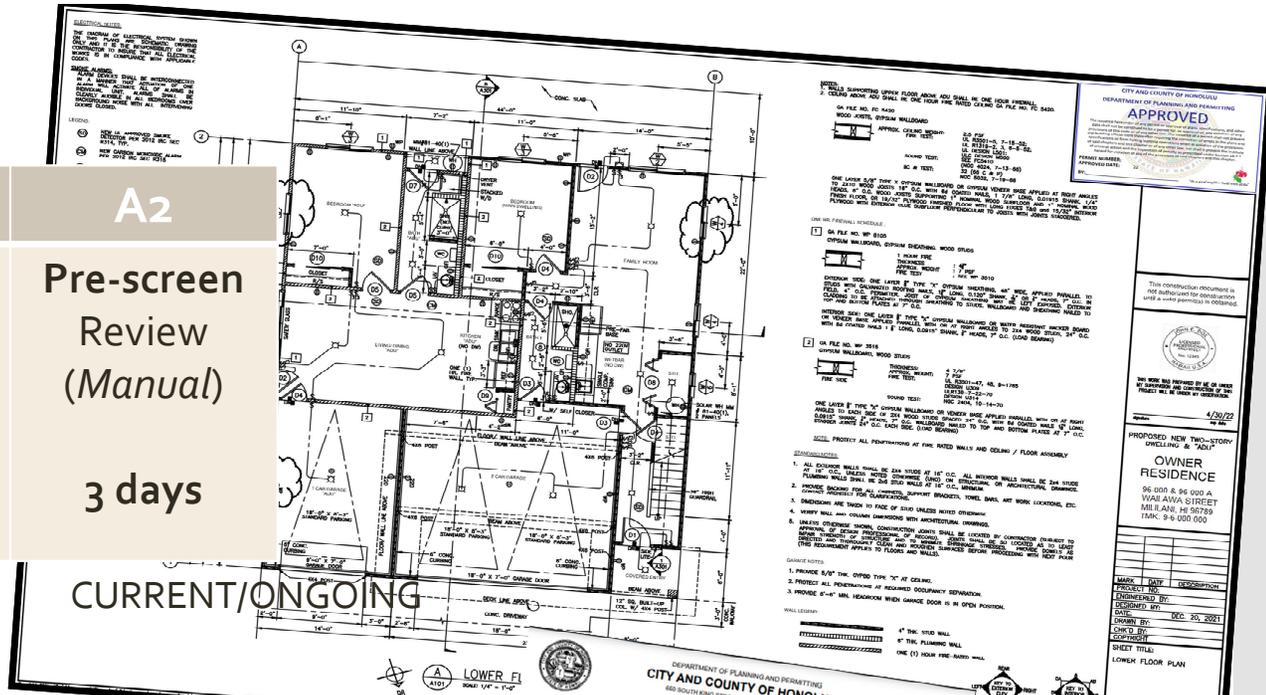
The Residential Permitting Process

A1	A2	A3	A4	A5	
Pre-screen Queue	Pre-screen Review <i>(Manual)</i>	Code Review & Agency Routing Queue	Code Review & Agency Routing <i>(Manual)</i>	Approve to Issue <i>(Manual)</i>	Total Average Duration
175 days	3 days	20 days	40 days	60 days	298 days
(6 months) 3,500		(3 months) 1,950		(2 months) 550	

Current/Ongoing Improvements: Automation



A1	A2
Pre-screen Queue	Pre-screen Review (Manual)
175 days	3 days



CURRENT/ONGOING

A5
Approve to Issue (Manual)
60 days

DEPARTMENT OF PLANNING AND PERMITTING
CITY AND COUNTY OF HONOLULU
 100 SOUTH KING STREET • HONOLULU, HAWAII 96813
 Phone: (808) 784-8200 • Fax: (808) 784-8111

BUILDING PERMIT
 FOR THE PERFORMANCE OF WORK UNDER THE BUILDING, ELECTRICAL, PLUMBING, AND MECHANICAL CODES (PERMITS FOR ELECTRICAL, MECHANICAL, AND PLUMBING WORK ARE ISSUED UNDER SEPARATE PERMITS BY THE CITY AND COUNTY OF HONOLULU)

LOCATION: 91-319 HOOMALULU PL Ewa Beach 96706
 3,918 Sq. Ft.

PROJECT: STRUCTURAL REPAIRS TO EXISTING SFD

TYPE OF WORK: Structural Repairs

RIGHT OF WAY WORK: None

GENERAL CONTRACTOR: ERNESTO ECKHAEL A. MISC.

DATE ISSUED: 03/18/2019

LOCATION PERMIT NUMBER: P190

LOCATION APPLICATION NUMBER: P190

THIS PERMIT MUST BE POSTED IN A CONSPICUOUS PLACE ON THE SITE DURING THE PROGRESS OF WORK. THIS PERMIT MAY BE REVOKED IF WORK IS NOT STARTED WITHIN 180 DAYS OF DATE OF ISSUANCE OR IF WORK IS DISCONTINUED FOR 180 DAYS.

MULTIPLIERS AND PLUMBING WORK TO BE DONE BY LICENSED PERSONS AS REQUIRED UNDER CHAPTER 46E, HAWAII REVISED STATUTES. APPROVED TO BE DONE BY UNLICENSED PERSONS AS REQUIRED UNDER CHAPTER 46E, HAWAII REVISED STATUTES.

ALL CONSTRUCTION UNDER THIS PERMIT IS SUBJECT TO INSPECTION BY THE ENGINEER, CONTRACTOR AND INSPECTOR AS REQUIRED UNDER THE PROFESSIONAL ENGINEERING ACT, HAWAII REVISED STATUTES.

THE FOLLOWING ARE THE SPECIFICATIONS REGARDING THE CONSTRUCTION UNDER THIS PERMIT AND THESE REQUIREMENTS:

Name: LEE ANN HONOLULU
 Title: CITY ENGINEER
 Phone No: (808) 766-2154

CITY AND COUNTY OF HONOLULU
 DEPARTMENT OF PLANNING AND PERMITTING
APPROVED

PROPOSED NEW TWO-STORY DWELLING AT 760'±

OWNER RESIDENCE
 96 UDDA A STREET
 WAILANA, HI 96793
 TRAK: 9-6-000-000

DATE: 4/20/22

DESIGNED BY: [Signature]

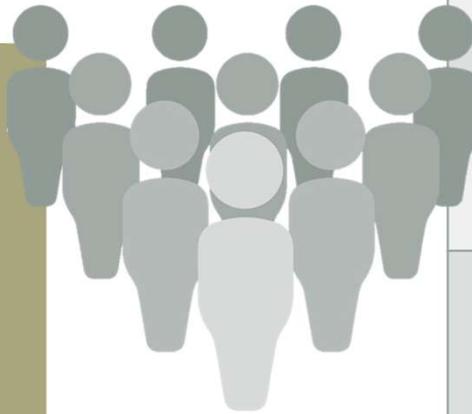
DRAWN BY: [Signature]

CHECKED BY: [Signature]

SHEET TITLE: LOWER FLOOR PLAN

A101

Current Ongoing Improvements: Staffing & Workflows

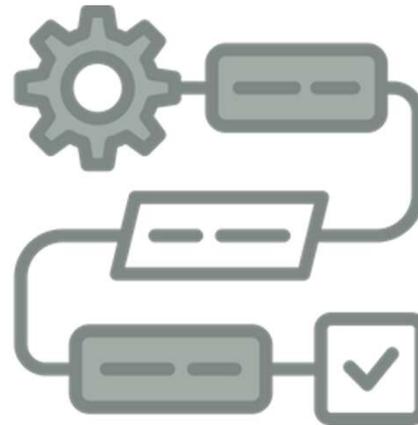


A3	A4
Code Review & Agency Routing Queue	Code Review & Agency Routing (<i>Manual</i>)
20 Days	40 Days

BUILD CAPACITY

	Residential Code Examiners	Commercial Code Examiners
Current	<ul style="list-style-type: none"> 26 positions 24 filled 	<ul style="list-style-type: none"> 23 positions 17 currently filled
To Fill	<ul style="list-style-type: none"> 2 vacant 6 Clerks from Pre-screen to Plans Examiners HCC Interns Asking for 15 more 	<ul style="list-style-type: none"> 6 vacant 5 Mechanical Engineers 5 Electrical Engineers 5 Plans Examining Engineers

RE-ENGINEER PROCESSES & WORKFLOWS



Additional Current/Ongoing Improvements



INDUSTRY COLLABORATION

Third Party Reviewers
Solar Industry
Bill 7/Bill 1 AH Developers
BIA
GCA
AIA
HECO
Telecom
Colleges and Universities
State Legislators

INDUSTRY EDUCATION

<https://www.honolulu.gov/dpp>

Rollout

CURRENT/ONGOING

- Prescreen Automation
- **Building Capacity**
- Industry Collaboration
- Developing Application Instructions
- Computer Upgrades
- **Standard Operating Procedures**

MID TERM (6-months-year)

- Approve to Issue Automation
- Re-engineer Workflows
- Streamline Ordinances
- ePlans Upgrade
- **Staff Training**

LONG TERM (1-3 year)

- Permitting Software Modernization
- Departmental Re-organization
- **Retain Staffing**



Mahalo